

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other				3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL		1. Agency Position No. NL11940	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive			
13. Competitive Level Code 1299				14. Agency Use							
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		PROGRAM ANALYST				GS		0343		12	
e. Recommended by Supervisor or Initiating Office		PROGRAM ANALYST				GS		0343		12	
16. Organizational Title of Position (if different from official title) Program Analyst						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)						c. Third Subdivision Project Manager, Combined Arms Tactical Trainers (X)					
a. First Subdivision U.S. Army Materiel Command (AMC)						d. Fourth Subdivision Product Manager, Air and Command Tactical Trainers (XA)					
b. Second Subdivision U.S. Army Simulation, Training & Instrumentation Command						e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor DONALD H. JONES Deputy Product Manager, Air & Command Tactical Trainers						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) PATRICK G. SPANGLER Deputy Project Manager, Combined Arms Tactical Trainers					
Signature <i>Donald H. Jones</i>						Signature <i>Patrick G. Spangler</i>					
Date 6/13/00						Date 6/13/00					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.											
Typed Name and Title of Official Taking Action JAMES B. GODWIN, COL, FA, CHIEF OF STAFF						22. Position Classification Standards Used in Classifying/Grading Position USOPM Admin Anal GEG, Aug 90 USOPM PCS, GS-343, Program and Management Series, Aug 90					
Signature <i>James B. Godwin</i>						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLISA, is available from the personnel office or the U.S. Office of Personnel Management.					
Date 7/18/00											
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777											

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management

## **INTRODUCTION**

This position is located in the office of the Assistant Product Manager (APM) for Special Operating Forces (SOF) Systems (STS). APM STS is located in the office of the Project Manager, Combined Arms Tactical Trainer (CATT), Product Manager for Air and Command Tactical Trainers (ACTT) within the U.S. Army Simulation, Training, and Instrumentation Command (STRICOM). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators; instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. The APM STS mission is the development, acquisition, production, fielding and life cycle support U.S. Special Operations Command (USSOCOM) and its subordinate command's training systems. The incumbent of this position is responsible for planning and implementing a variety of program analysis activities in support of the life cycle management of developmental and production end items managed by APM STS. The incumbent is responsible for preparing financial documentation, generating cost estimates and budget inputs, defending program budgets, monitoring and tracking execution of contractor performance. The incumbent also provides support to the entire APM Office (APMO) consisting of both military and civilian Project Directors by providing guidance and advice on financial execution matters.

## **MAJOR DUTIES**

1. Plans and develops budgets for RDT&E, Procurement, and OMA funding, based on requirements, priorities, and resource limitations. Input is generated in the form of program documents, Congressional Research and Development Descriptive Summaries (RDDS's), Procurement Forms (P-Forms) and OMA budget inputs. Briefs, provides justifications, and defends budget estimates at all levels from APM, PM, STRICOM, USSOCOM, OSD, to Congressional Sub-Committee staffers. Prepares impact statements, information papers, and memoranda to address budget issues and responds directly to inquiries regarding status of funding and impact of potential budget reductions. Coordinates with STRICOM personnel, Higher Headquarters, and with other Agencies in execution of budget activities. 40%
2. The incumbent is responsible for the financial management activities for all programs within the APMO, Utilizes Program Analyst principles and techniques to monitor, track, and assess status of program execution. Initiates and conducts on-site meetings with APM, Project Directors and matrix personnel as necessary to receive status briefings and discuss program financial data. Monitors program execution (obligations, accruals, and disbursements) against established program objectives. Recommends re-baseline when necessary and participates in re-baseline activities through development of schedules and expenditure profiles. Supports preparation of the PM Internal Operating Budget (IOB) and monitors execution through tracking of in-house resources (labor, travel and overhead costs) and reports status, issues, and recommendations for corrective action when needed. Prepares budget execution documentation and charts for reporting to the APM, PM ACTT, PM CATT, STRICOM, USSOCOM, and Higher Headquarters. Supports analysis and generation of PM-specific data to support manpower justifications, Buyer-Seller agreements, AAA audits, IG audits, and

STRICOM SOP/data reporting requirements. Serves as the principle financial advisor to the APM. 50%

3. Performs financial assessments for the APM as the lead in developing program estimates for in-house support. Analyzes and provides input to the development of the Program Office Estimate (POE)/Independent Cost Estimates (ICE) which are provided to supporting external Project Managers. Determines that cost estimates provided to these customers are accurate and consistent. Works closely with program and budget analysts of other customer offices in assuring that funds are provided in a timely manner and that MIPRs reflect the work to be accomplished. Supports cost estimating and planning throughout the acquisition life cycle. Coordinates cost estimates with other program activities to ensure an integrated and coordinated program estimates. 10%

Performs other duties as assigned

Factor 1. Knowledge Required by the Position FL 1-7 1250 Pts

- Knowledge and skill in applying review, analytical and evaluation methods and techniques to studies concerning the identification, consideration, resolution of issues and the effectiveness of training systems. This knowledge accompanies a thorough understanding of accounting, budgeting, and economic analysis principles and administration of regulatory programs. Incumbent selects and applies appropriate project evaluation and measurement techniques, ensuring compliance with pertinent rules and regulations.

- Knowledge of the range of pertinent government program and budgeting policies, financial cost accounting regulations, and precedents applicable to the use of project and related support resources (labor, money, or equipment) in the support of the development, production and fielding of training systems. This knowledge includes a sound understanding of pertinent computer automated data processing along with related accounting disciplines, functions, and Government practices and policies.

- Knowledge of the Planning, Programming, Budgeting, and Execution System (PPBES) regulations, guidelines and processes. Thorough knowledge of the Department of Defense (DOD), Department of the Army (DA), Army Materiel Command (AMC), Simulation, Training and Instrumentation Command (STRICOM) investment planning, acquisition, and management process.

- Skill in oral and written communications to enable presentation of sensitive and sometimes controversial material (e.g., delays in project schedules, cost overruns, etc.), and recommendations to higher authority and other government agencies. This includes preparing recommendations for legislation.

- Ability to direct complex studies requiring an application of advanced analytical and statistical methods and techniques. Studies and analyses frequently require a team effort, to include Project Directors (PDs), STRICOM matrix personnel, contractors, and user representatives.

- Knowledge of the DoD 5000 requirements. This knowledge includes relationships with other programs, contracts, other Services, and key administrative support functions within PM ACTT, PM CATT, STRICOM, USSOCOM, and DOD. This knowledge extends to a sound understanding of the acquisition process.

## **Factor 2. Supervisory Controls - FL 2-4 - 450 Points**

The Assistant Product Manager SOF Training Systems (APM STS) provides general supervision and makes general assignments outlining overall policies and general objectives. Within a framework of priorities, funding and general project objectives (e.g., cost reduction, improved effectiveness, or use of new work methods), the employee plans work efforts to meet those objectives. Incumbent develops own work methods and procedures to plan, direct, and coordinate assignments with considerable independence. Exercises initiative, originality, and sound judgment in assigned areas of responsibility. The supervisor discusses problems relating to policy matters, scope of responsibility, etc., but the incumbent accomplishes program management details, uses judgment and completes recommendations on own initiative. The supervisor reviews the completed projects, evaluations, reports, or recommendations for compatibility with organizational goals, guidelines, and effectiveness in

achieving intended objectives. Incumbent works directly with counterparts in STRICOM and higher headquarters for follow-on actions, explanation of work products, and revisions as necessary.

**Factor 3. Guidelines. - FL 3-4 - 450 Points**

Guidelines are in the form of DOD, DA, AMC, STRICOM regulations and policies or administrative funding policies/statements. This audience and these regulations are not always clear as to interpretation concerning the issue or problem being studied. The regulations may include reference to pertinent legislative history, state and federal laws, or policy initiatives of STRICOM management.

- Exercises judgement and discretion in the understanding, interpretation and clarification of existing policy and regulatory guidance for use by others within or outside APM STS and STRICOM. The employee reviews public law regulations that would impact program financial management and make required adjustments or recommends appropriate action by the Chain of Command.

**Factor 4. Complexity. - FL 4-5 - 325 Points**

Work involves planning, review, analysis and evaluation of project management related issues involving the acquisition of a large number of high visibility training systems. The issues the incumbent will encounter typically spans the entire product life cycle and will require analysis of impacts to concurrent on-going phases of the programs (development, production, fielding, and support).

Resolution of program problems requires modification and implementation of a wide variety of analytical techniques. Decisions and recommendations on program planning, organization and implementation of program goals are complicated by broad, constantly changing and often conflicting guidance and program resources. Programmatic aspects are further complicated by infrastructure considerations involving program interface with other services, federal agencies and private contractors who may have different priorities and goals.

Program requirements are impacted by operational capabilities, changing technologies, legislative changes, environment and budget restraints. Program uncertainties affect development and implementation of projects. Work requires a constant analysis of program status and involves problems and issues characterized by their breadth, importance and severity to mission accomplishments. Previous analytical techniques or approaches are often inadequate and require initiative and originality. The employee's duties involve coordination efforts with other Army Services and DOD agencies. Finally, there are continual program

changes to accommodate funding actions (both reductions and increases). This drives a complete re-planning of the efforts thus balancing workloads, quantity discounts, delivery schedules, mix of equipment (affecting cost estimates) and delivery schedules.

**Factor 5. Scope and Effect - FL 5-4 - 225 Points**

Work effects the long range planning and programming of a significant USSOCOM investment impacting the success of major training systems for the special operations forces. The work the incumbent will accomplish completely impacts the USSOCOM's ability to develop, produce and maintain training systems. These systems are the Army's newest asset to train and sustain soldiers in a climate of ever decreasing funding resources. Contributions from the employee will pay countless dividends in assuring that funds are efficiently managed thus increasing the probability of program success. The incumbent will manage the financial resources of multiple separate training system programs, assuring that funds are managed wisely. This is accomplished through extensive interface with numerous customer PMs, contractors, STRICOM matrix personnel and Project Directors. Policies and practices established by the incumbent will greatly influence the success of these programs.

**Factor 6. Personal Contacts and 7. Purpose of Contacts.**

**Level 3c - 180 Points**

Contacts include high level personnel within and outside the agency. These contacts include the program officials at the COL/GS-15 level through General Officer/Senior Executive Service (SES) level. Because of the high visibility and vast number of APM STS programs, contacts will include offices at both USSOCOM and OSD level. As Program Analyst, the incumbent will interface with financial representatives from numerous PMs and PEOs plus contractor personnel. The incumbent will routinely work directly with counterparts in USSOCOM and subordinate commands, DCMAOs, consultants, officials in defense contracting firms and with contractor counterparts.

- Purpose of contacts is to develop efficient financial management for timely obligation and expenditure of funds; to gather data for financial management analysis sufficient to make recommendations to the APM and the Project Directors, and to support and defend funding requirements to USSOCOM. Prepares justification for funding levels at the AMC, DA, DOD and congressional levels. The employee responds to questions/concerns on assigned projects from USSOCOM, OSD, and the Congressional Professional Staff. Influences the APM and/or other acquisition officials to accept and implement findings and recommendations on assigned projects.

**Factor 8. Physical Demands - FL 8-1 - 5 Points**

The work is primarily sedentary. Some travel is required.

**Factor 9. Work Environment - FL 9-1 - 5 Points**

Work is typically done in an adequately lighted and climate controlled office.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL11940

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."